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Watershed Conservationist Job Description

Location and Service Area (Decatur-Adams County)

The incumbent serves as part of the technical field staff of the Indiana State department of Agriculture's Division of Soil Conservation (ISDA-DSC). The incumbent will be headquartered in _____ County and will provide technical assistance in a multi-county service area covering the _____ Watershed. These watersheds include portions of _____ counties.

Nature and Purpose of Work

Primary responsibilities include conservation planning and technical assistance in implementing conservation programs(federal, state, local and other).. This will include assisting landowners and operators with erosion control, nutrient management and waste utilization and other conservation practices that help improve the quality of soil, water and related natural resources in the _____ Watershed. The incumbent in this position also assist with public information and outreach activities of the _____ Watershed plan of work. The incumbent will report progress and accomplishments via the NRCS progress reporting system, including the Customer Service Toolkit and the Performance Results Management System (PRMS). The incumbent will be required to pass the USDA Security Background Check. Other duties include providing technical support to state and local conservation programs within the service area.

Essential Skills/Abilities of the Position

The incumbent must be a highly self-motivated individual. He/she must be able to work in a multi-county area, to work in inclement weather, to see well, to walk on rough terrain, to read and understand instructions, to write and keep records of activities, and to operate a computer using a MS Windows/Office environment. The incumbent must have a valid Indiana Drivers License and be able to drive to and from the jobsite, to work. The incumbent must be able to communicate and work well with landowners, co-workers, other agency personnel, government officials and the general public. The incumbent must be able to function in smoke free environment.

Minimum Qualifications of the Position

Qualifications for this job include a strong knowledge of agriculture and natural resource (soil and water) management. A two or four-year degree in agriculture, natural resource management, environmental science, aquatic biology, hydrogeology or related field is required. Hands on experience in agricultural production and/or soil and water conservation programs may be considered in lieu of the degree requirement. Formal training in agronomy, crop production and or nutrient management and a working knowledge of various conservation practices is important.

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Equipment Operation Requirements

Equipment the employee must be able to operate includes; personal computer in a Windows 2000 or greater environment running MS Office Professional software applications. The incumbent must also be able to use standard office equipment, survey instruments, GIS tools and be able to drive an ATV and pickup truck.

General Duties and Responsibilities

1. Conservation planning and conservation practice implementation related to USDA's Farm Bill authorized Conservation Programs.
 - Assist landowners and operators in utilizing Farm Bill Conservation Programs such as EQUIP, CSP, WRP, WHIP, and CRP/CREP to address soil, water and related natural resource concerns.
 - Organize press coverage, conduct educational presentations and distribute information to the public about Farm Bill Conservation Programs and other conservation strategies.
2. Work with agency personnel, conservation districts and other conservation partners to help implement the goals and objectives of the _____ Watershed plan of work.
3. Assist livestock producers on nutrient management and waste utilization.
4. Represent ISDA and SWCDs at local/regional and state meetings as needed.
5. Report accomplishments in NRCS, ISDA, and SWCD reporting systems.
6. Adhere to the responsibilities and requirements outlined in the Indiana Employment Handbook.
7. Performs other duties as assigned by the ISDA-DSC or the SWCD Watershed Advisory Board.

Difficulty of Work

Incumbent performs work independently under the advisement of the Soil and Water Conservation District Watershed Advisory Board and on the basis of Division and Department policy and guidelines with minimal daily supervision. Independent thought and the ability to adapt to varying circumstances is required. Interpersonal relational skills with varying types of clientele are essential. This position requires frequent contact with landowners and operators, personnel within various state, federal, and county government agencies including Soil and Water Conservation Districts (SWCDs), Natural Resources Conservation Service (NRCS) Purdue University Cooperative Extension Service (CES), other agencies and organizations, media

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representatives, consultants, and the general public. Employee must be able to communicate effectively and professionally, both orally and in writing. All duties must be performed in an accurate, ethical, and courteous manner.

Physical Effort and Work Environment

Incumbent works both outdoors and in an office environment. When working outdoors the incumbent is subject to all types of weather and terrain conditions. Incumbent is expected to work extended hours when needed. Incumbent must travel for meetings/functions and program-related activities at all times of the year and in varying weather conditions.

Supervision, Training , Technical Oversight and Quality Control

Incumbent is under the overall supervision of the Director of the Division of Soil Conservation, Indiana State Department of Agriculture along with a watershed advisory board comprised of a cross-section of representatives from the SWCDs within the assigned watershed. Technical training will be provided by NRCS, ISDA, and SWCD field personnel. Duties shall be performed within the appropriate technical and program guidelines such as those found in the Field Office Technical Guide, NRCS Engineering Field Manual, FSA Program Handbooks, etc. Prioritization of duties will be determined through the guidance of the Watershed Advisory Board. Oversight and quality control of technical work will be provided by the ISDA-DSC Regional Technical Team Leader. The incumbent does not supervise other employees.

Supervision and Guidance

A full time, 37.5 hours per week job, the individual filling this position will be responsible to the Soil and Water Conservation Districts' (through the SWCD Watershed Advisory Board) that lie within the specified watershed Board of Supervisors. Work will be reviewed as part of this process. The ISDA-Division of Soil Conservation will work with the SWCD Watershed Advisory Board to determine and set the salary and plan of work.

Work Environment Hazards of the Position

Hazards of this job that the employee should be aware of include, but are not limited to, rough and dangerous terrain, working outside in inclement weather, sunburn, poison ivy, insect and animal bites, driving in inclement weather, operating equipment in field conditions, radiation from computer monitors and CPU, carpal tunnel syndrome from typing on a computer keyboard, eye strain, and stiffness of the body from sitting for long hours.

Equal Opportunity Employment

All programs and services are offered in a non-discriminatory basis without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status.

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***Adopted by the _____ Watershed Advisory Board as recorded in the
official minutes of _____.***
DATE

SWCD Watershed Advisory Board Chair

State Soil Conservation Board Chair

ISDA-Division of Soil Conservation Director

Watershed Conservationist